

SECRET

ER-5-4121

Approved For Release 2002/05/08 : CIA-RDP78-04718A001100030081-9

APR 6 1954

TO : Acting Deputy Director (Administration)
THROUGH: The Comptroller
ATTN : Chief, Management Improvement Staff
SUBJECT: Establishment of Manpower Unit in the Office of Personnel

1. PROBLEM:

- a. To develop, formulate and recommend Agency policies and procedures for planning Agency manpower requirements in support of its long-range mission and its mobilization plans for national emergency.
- b. To develop a CIA reserve program to provide a reliable source of qualified manpower readily accessible for use when and as needed by the Agency.

2. ASSUMPTION:

The need for resolution of the problem in CIA has been established.

3. DISCUSSION:

- a. The problem is of a continuous nature and, therefore, requires continuous attention by a permanent organizational unit.
- b. Parts a and b of the problem are closely inter-related and should receive simultaneous attention by the same organizational unit.
- c. Through the exercise of his current functions and responsibilities, the Assistant Director for Personnel has at his disposal most of the elements which are essential to solution of the problem. Thus, the problem could best be resolved by establishing a unit under his authority to coordinate these resources and focus attention on the problem.

4. CONCLUSION:

An organizational unit should be established in the Office of Personnel to give continuous attention to the problem from the point of view of the Agency as a whole. (See Tab A)

5. RECOMMENDATION:

It is recommended that the Assistant Director for Personnel be authorized the four ceiling and four T/O positions and necessary funds to establish a Manpower Branch in the Plans, Research and Development Staff.

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Personnel Research Officer (Chief)	GS-14
Personnel Research Officer (Deputy Chief)	Colonel or Lt. Col.
Personnel Research Analyst	GS-12
Analytical Statistician	GS-11
Secretary (Steno)	GS-5

15/
Harrison G. Reynolds
Assistant Director for Personnel

ANNEX:

TAB A

ACTION BY APPROVING AUTHORITY:

APPROVED

Date:

L. K. White
Acting Deputy Director
(Administration)

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